

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

2743 Plumas School Road Plumas Lake, Ca. 95961 (530) 742-0981

Vehicle Request Form

Please email form to awilke@plUSD.org or Fax the form at (530) 743-1475

School _____ Class/Organization/Team _____

Date of Trip: _____

Destination (ALL STOPS) _____

Purpose of Trip _____

Person in Charge _____

Person in Charge of Medication/First Aid _____

Names of Chaperones _____

Time of departures _____ Time of return _____

How many Buses _____

Number of passengers Students _____ Others _____ Total _____

Walking Field Trips _____ Please mark- no bus required

Other Vehicle _____

Other Vehicle Driver's Name _____

Budget Code or Payment Method: _____

Approved _____ Denied _____

Site Principal Signature

TRANSPORTATION DEPARTMENT USE ONLY

Approved _____ Denied _____

Transportation Department Signature

Total miles _____ at _____ per mile \$ _____

Total hours _____ at _____ per hour \$ _____

Total Buses _____ Total Cost \$ _____

If Company other than PLUSD _____ Phone # _____

Routing procedure:

1. Complete Vehicle Request Form for all field trips as well as **QUOTES**.
2. Submit forms to Site Secretary for approval/signatures. (Principal)
3. Once approved at the Site level request must be emailed or faxed.
4. Allow Transportation Department 7 days processing time for approval.
5. Notify Health staff and Kitchen staff (if applicable) of any approved field trips.